

HOW TO REQUEST AN ECOMMERCE/ POS ACCOUNT

1. First, decide which Credit Card acceptance method will work best for your department. Please contact e-Commerce and Credit Card Operations (ECCO) at ecco@purdue.edu or the ECCO Manager at 765-496-7873 for consultation if needed.

2. The Point-of-Sale and e-Commerce applications are .pdf forms that can be completed and faxed to ECCO.

3. If you are looking at a specific Third Party Software Application or Service Provider, they must be compliant with Payment Application Data Security Standards (PA-DSS). Any Third Party Software or Provider is subject to approval by ECCO. A request for approval must be completed to begin this process.

4. Once you have completed the appropriate application and turned it in to ECCO, your application will go through an approval process. You will then be contacted by ECCO to activate the account and receive training.
 - Applications
 - Point of Sale Application
 - e-Commerce Application (Third Party and UPay//UStores)
 - Request for Approval to Use a Third Party Vendor